



## **Section B**

FINAL DOCUMENTATION  
REQUIREMENTS BY PAY UNIT



The following is a general breakdown of most pay units showing the degree of accuracy for measuring each and information required for documenting each. It is acceptable to leave final quantities to the same accuracy as the daily quantities.

PAY UNIT	ACCURACY OF MEASUREMENT	REQUIRED DOCUMENTATION
<b>Acre</b> (Hectare) <i>Seeding</i> <i>page F-53</i>	1. Summation of final quantity to nearest 0.1 acre (0.1 hectare).	1. Field measurements used to calculate the final quantity  $\text{Area (acre)} = \frac{L \text{ (ft)} \times W \text{ (ft)}}{43,560}$ $\text{Area (ha)} = \frac{L \text{ (m)} \times W \text{ (m)}}{10,000}, \text{ or}$ 2. Form <a href="#">BC 981</a> (where applicable).
<b>Calendar Day</b> <i>Traffic Control</i> <i>Surveillance</i> <i>page F-39</i>	1. Daily or fraction thereof, to the nearest 0.01 CAL DAY.	1. Monthly entries in the Quantity Book cross referenced to daily, summarized <a href="#">BC 2240</a> 's, Traffic Control Surveillance Reports.
<b>Calendar Month</b> <i>Engr. Field Office</i> <i>page F-26</i>	1. Monthly or fraction thereof. 2. Summation of final quantity to nearest 0.5 month.	1. Project Diary entry or Quantity Book entry on the date the office or lab is ready for use, and 2. Monthly entries in the Quantity Book, and 3. Quantity Book or Project Diary entry on the date the Contractor was notified the office or lab would no longer be needed.
<b>Cubic Yard</b> (Cubic Meter) <i>Structure Ex.</i> <i>page F-41</i>  <i>Trench Backfill</i> <i>page F-43</i>  <i>P.G.E. Note on</i> <i>page F-33</i>  <i>Conc. Struct.</i> <i>Page F-44</i>  <i>Conc. Hdwl.</i> <i>page F-49</i>	1. Final quantity of concrete measured to nearest 0.1 cubic yard (0.1 cubic meter)*. 2. All other items measured to the nearest 0.1 cubic yard (0.1 cubic meter) daily and the final quantity summarized to the nearest cubic yard (cubic meter)*.  * Note: Individual dimensions should be measured to the nearest 0.01 ft. (0.01 m)	1. Field measurements used to calculate the final quantity or the statement "built to plan dimensions" when they are used to calculate the final quantity, and 2. Calculations. Or 3. "Built according to Standard ____" statement. Or 4. Form <a href="#">BC 981</a> (where applicable) with calculations for daily estimates 5. Depth checks (where applicable).
<b>Each or Lump Sum</b> <i>Surf. Variations</i> <i>page F-51</i>	1. Each	1. Recorded by Station or location and date in the Quantity Book.

PAY UNIT	ACCURACY OF MEASUREMENT	REQUIRED DOCUMENTATION
<b>Gallon</b> (Liter) <i>Prime Coat</i> page <a href="#">F-60</a>	1. Summation of final quantity to nearest gallon (liter).	1. Calculations based upon initialed weight tickets and Specific Gravity per liter (gallon). The Specific Gravity is given on the shipping or storage ticket.  $\text{Vol (gallon)} = \frac{\text{net wt. (lbs)}}{8.328 \times \text{Sp. Gr.}}$ $\text{Vol (liter)} = \frac{\text{net wt. (kg)}}{\text{Sp. Gr.}}$ <p>or</p> 2. Meter ticket, if the ticket contains proper information in accordance with the Specifications.  3. Record of the D.O.A. decal date, I.D. number, and scale location.
<b>Hour</b> <i>Trainees</i> page <a href="#">F-54</a>	1. Hourly	1. Monthly entries in the Quantity Book cross referenced to summarized, weekly prepared, <a href="#">SBE 1014</a> 's.
<b>Lineal Foot</b> (Meter) <i>Elec. Cables</i> page <a href="#">F-63</a>  <i>Pipe Culvert</i> page <a href="#">F-65</a>  <i>Piling</i> page <a href="#">F-67-69</a>	1. Each run measured to the nearest 0.1 ft. (0.1 m).  2. (English) Summation of final quantity to the nearest foot. (Metric) Leave final quantity to nearest 0.1 meter.	1. Field Measurements.  2. Depth checks (where applicable)
<b>Pound</b> (Kilogram) <i>Rebar</i> page <a href="#">F-44</a>  <i>Str. Steel</i> page <a href="#">F-56</a>  <i>Fertilizer</i> page <a href="#">F-58</a>	1. Summation of final quantity to nearest pound (kilogram).	1. Calculations based on the Bill-of-Materials. Use the weight table shown in Art. 508.07, or  2. "Built according to Standard ____" statement. (Standard headwall bars, approach slab bars, etc.), or  3. Weight tickets or bag counts, accompanied by conversion calculations (Fertilizer Nutrients), or  4. Form <a href="#">BC 981</a> (where applicable)

PAY UNIT	ACCURACY OF MEASUREMENT	REQUIRED DOCUMENTATION
<b>Square Foot or Square Yard</b> (Square Meter) <i>PCC Sidewalk</i> <i>page F-73</i>  <i>Patching</i> <i>page F-75</i>  <i>Base Cse Wid</i> <i>page F-77</i>  <i>Slopedwall</i> <i>page F-79</i>	1. Individual areas measured to the nearest 0.1 sq. ft. or 0.1 sq. yd. (0.1 sq. meter) * 2. Summation of final quantity to nearest sq. ft. or sq. yd.(square meter).  * Note: Individual dimensions should be measured to the nearest 0.01 ft (0.01 m)	1. Field measurements used to calculate the final quantity or the statement, "built to plan dimensions" when they are used to calculate the final quantity, and 2. Calculations, or 3. Form <a href="#">BC 981</a> (where applicable) 4. Depth checks (if applicable).
<b>Ton</b> (Metric Ton) <i>Aggr Gr Limestone</i> <i>page F-81</i>  <i>Aggr Base Cse</i> <i>page F-84</i>	1. Nearest 0.1 tons daily. 2. Summation of final quantity to nearest ton except where otherwise shown.	1. Weight tickets showing the material, date and weight, and 2. Daily tare weights on each truck recorded and retained. (See " <a href="#">Small Quantities</a> " for information regarding small quantities.), and 3. Daily adding machine tape showing: job designation, pay item, date, location, net weight & pay weight corrected for moisture and/or 4-year lime conversion factor, if required, with "Calc. By:" and "Checked By:" initials and dates, and 4. Record of the <a href="#">Department of Agriculture</a> decal date and identification number in the Quantity Book or a record of a DOA-approved commercial scale company, and 5. Scale check for asphalt batch plants or when automatic printer tickets are used in lieu of scale inspector, and 6. Tickets should have the jobsite and scale inspector's initials on them. Scale inspector's initials are not needed for small quantities (see " <a href="#">Small Quantities</a> ").

PAY UNIT	ACCURACY OF MEASUREMENT	REQUIRED DOCUMENTATION
<b>Unit</b> 1000 gal. (1000 liters or 5000 liters)  Suppl. Water page F-86  Water page F-88	1. Nearest 0.1 daily.  2. Summation of final quantity to nearest unit.	1. Meter tickets or  2. Weight tickets and calculations  $\text{Vol (gallon)} = \frac{\text{net wt. (lbs)}}{8.328 \times \text{Sp. Gr.}}$  $\text{Vol (liter)} = \frac{\text{net wt. (kg)}}{\text{Sp. Gr.}}$  (Sp. Gr. for water = 1.0)  or  3. Volume measurements of conveyance and calculations or  4. Record manufacturer rated capacity of truck tank when full loads are used.
<b>Unit</b> 100 ft.(30 m)	1. Nearest 0.1 daily.  2. Summation of final quantity to nearest unit.	1. Field measurements. Measure each side separately for Excavating and Grading Existing Shoulders.  2. Record by Station (left or right) or location.  3. Calculations.
<b>Unit</b> 100 plants or 100 seedlings Seedlings page F-89	1. Perennial plants to the nearest 0.05 daily;  Seedlings to the nearest 0.1 daily.  2. Summation of final quantity to nearest unit.	1. Record by Station (left or right) or location.  2. Calculations.
<b>Unit Diameter</b> Tree Removal page F-91	1. Summation of final quantity to nearest unit diameter.	1. If a tree tape was used, make a note of this with your field measurements. If a tree tape was not used, the actual field measurements must be shown along with calculations for the appropriate Unit Diameter.  Unit Dia. = $\frac{\text{circumference (in.)}}{\Pi}$ (English)  Unit Dia. = $\frac{\text{circumference (mm)}}{25 \Pi}$ (metric)  (Note: Art. 201.10 defines $\Pi = 3.1416$ )  and  2. Calculations.